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Records 6-2

NC.1

PROCESS CHART

Approved For Release 2005/11/21 : CIA-RDP70-00211R000300220003-0

OFFICE	ANALYST	DATE
AREA RECORDS OFFICER		4-3-51

FUNCTION: VITAL MATERIAL PROGRAM — PHASE ONE — THREE ACTIONS

SYMBOL	DESCRIPTION OF OPERATION	VOLUME	PERSONNEL	TIME
	FIRST ACTION			
○▽⊙□	MOVES TO FILE CABINET			
⊙▽○□	OPENS FILE			
⊙▽○□	SELECTS MATERIAL			
○▽○→	EXAMINES MATERIAL FOR CLASSIFICATION ETC (See Footnote)			
⊙▽○□	STAMPS AND INSERTS RETENSION PERIOD AND DIRECTS REMOVAL OF STAPLES AND PAPER CLIPS			
⊙▽○□	REMOVES MATERIAL			
○▽○□	MATERIAL RESTS ***			
⊙▽○□	CLOSES FILE			
○▽⊙□	RETURNS TO DESK			
⊙▽○□	PREPARES CONTROL FORM (5 PARTS)			
⊙▽○□	REMOVES PARTS 1, 2, 3 & 4 OF CONTROL FORM			
⊙▽○□	INSERTS PARTS 1, 2, 3 & 4 IN ENVELOPE PREADDRESSED TO CIA VITAL OFFICER & SEALS.			
⊙▽○□	PLACES ENVELOPE IN OUT BOX			
○▽○□	ENVELOPE RESTS			
○▽⊙□	ENVELOPE MOVES VIA MESSENGER ***			
⊙▽○□	PICKS UP PART 5 OF CONTROL FORM			
○▽⊙□	MOVES TO FILE			
⊙▽○□	OPENS FILE AND PLACES PART 5 WITH MATERIAL			
○▽○□	PART 5 RESTS ***			
○▽○□	SECOND ACTION			
⊙▽○□	ANSWERS TELEPHONE FROM CIA VITAL OFFICER ADVISING DATE AND PLACE OF DUPLICATING.			
○▽⊙□	MOVES TO FILE			
⊙▽○□	OPENS FILE & REMOVES PART 5 OF CONTROL FORM AND CLOSES FILE			
⊙▽○□	INSERTS REPRODUCTION DATE AND PLACE ON FORM (PART 5)			

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○ OPERATION ▽ STORAGE ⊙ INSPECTION □ COMBINATION

WD AGO FORM 1 DEC 1945 TEST

CONTINUED ON REVERSE

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SYMBOL	DESCRIPTION OF OPERATION	VOLUME	PERSONNEL	TIME
○ ▽ ○ □	HANDS PARTS TO TYPIST TO PREPARE DUPLICATING REQUISITION			
○ ▽ ○ □	RETURNS TO DESK			
○ ▽ ○ □	TYPIST PREPARES DUPLICATING REQUISITION			
○ ▽ ○ □	TYPIST [illegible] PARTS TO FILE WITH FORMS			
○ ▽ ○ □	OPENS FILE AND PLACES PART 5 OF CONTROL AND REQUISITION WITH MATERIAL - CLOSES FILE			
○ ▽ ○ □	RETURNS TO NORMAL DUTIES			
○ ▽ ○ □	THIRD ACTION			
○ ▽ ○ □	REMOVES MATERIAL FROM FILE CABINET AND PLACES IN TRAY ON DAY SET FOR DUPLICATING			
○ ▽ ○ □	CONVEYS MATERIAL TO PLACE OF REPRODUCTION TAKING PARTS AND REQUISITION			
○ ▽ ○ □	SIGNS RELEASE AND CERTAINS RECEIPT USING PARTS ONLY			
○ ▽ ○ □	RETURNS TO NORMAL DUTIES			
○ ▽ ○ □	PLACES PART 5 IN FILE AS BASIC RECORD			
○ ▽ ○ □	PART 5 RESTS IN FILE			
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○ OPERATIONS ▽ STORAGE ○ TRANSPORTATION □ INSPECTION

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No. 3

PROCESS CHART

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OFFICE	ANALYST	DATE
CIA VITAL OFFICER		4-3-51

FUNCTION: VITAL MATERIAL PROGRAM - PHASE THREE FOUR ACTIONS

SYMBOL	DESCRIPTION OF OPERATION	VOLUME	PERSONNEL	TIME
	RECEIVES ENVELOPE VIA MESSENGER ENCLOSING CONTROL FORM (PARTS 1, 2, 3 & 4)			
	ENVELOPE RESTS (IN-BOX)			
	PICKS UP AND OPENS ENVELOPE, REMOVING CONTROL FORM.			
	EXAMINES CONTROL FORM			
	TELEPHONES REPRODUCTION - ARRANGES DATE & PLACE OF DUPLICATING MATERIAL.			
	ENTERS DATE & PLACE ON CONTROL FORM			
	INFORMS AREA RECORDS OFFICER OF DATE AND PLACE OF DUPLICATING VIA TELEPHONE			
	REMOVES PART 1 OF FORM AS BASIC CONTROL RECORD			
	PLACES PART 1 IN CONTROL FILE MAINTAINED NUMERICALLY BY OFFICE OF ORIGIN (SIZE 5 x 3)			
	PART 1 RESTS IN CONTROL FILE ***			
	PLACES PARTS 2, 3 & 4 IN PENDING FILE AWAITING COMPLETION OF DUPLICATING			
	PARTS 2, 3, & 4 RESTS IN PENDING FILE			
	THIRD PHASE - SECOND ACTION			
	VISITS PLACE OF DUPLICATING ON DATE ESTABLISHED			
	MAKES PRELIMINARY INSPECTION			
	RETURNS TO NORMAL DUTIES			
	INFORMED VIA TELEPHONE FROM REPRODUCTION THAT DUPLICATING IS NEARING COMPLETION			
	REVISITS PLACE OF DUPLICATING			
	MAKES FINAL INSPECTION			
	RETURNS TO NORMAL DUTIES			
	CONTINUED ON NEXT			

○ OPERATION ▽ STORAGE □ INSPECTION

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WD AGO FORM 1 DEC 1946 TEST

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SYMBOL	DESCRIPTION OF OPERATION	VOLUME	PERSONNEL	TIME
	THIRD PHASE - THIRD ACTION			
	MOVES TO PENDING FILE			
	OPENS FILE AND EXTRACTS PARTS 2, 3 & 4 - CLOSES FILE			
	MOVES TO DESK			
	SIGNS PART 2 (RELEASED BY)			
	INSERTS PARTS 2, 3 & 4 IN PRE-ADDRESSED ENVELOPE & SEALS			
	PLACES ENVELOPE IN OUT-BOX			
	ENVELOPE RESTS			
	ENVELOPE MOVES VIA MESSENGER TO INSPECTION & SECURITY OFFICE			
	THIRD PHASE - FOURTH ACTION			
	RECEIVES SEALED ENVELOPE FROM IN-BOX CONTAINING RECEIPT FORM (PART 3) SIGNED BY CUSTODIAN			
	ENVELOPE RESTS - (IN-BOX)			
	PICKS UP AND OPENS ENVELOPE - EXTRACTS RECEIPT			
	EXAMINES RECEIPT			
	MOVES TO CONTROL FILE			
	OPENS FILE AND LOCATES PART 1 OF CONTROL FORM			
	FILES PART 3 WITH PART 1			
	PART 3 RESTS IN FILE COMPLETING & SUPPORTING ACTION			

15 ○ OPERATIONS, 6 ▽ STORAGES, 16 ○ TRANSPORTATIONS, 4 □ INSPECTION

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PROCESS CHART

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OFFICE	ANALYST	DATE
CUSTODIAN		4-4-51

FUNCTION: VITAL MATERIAL PROGRAM — PHASE FIVE CASE ACTION

SYMBOL	DESCRIPTION OF OPERATION	VOLUME	PERSONNEL	TIME
○ ▽ ○ □	RECEIVES MATERIAL AND PARTS 3 & 4 OF CONTROL FORM			
○ ▽ ○ □	VERIFIES THAT MATERIAL RECEIVED IS AS SPECIFIED ON CONTROL FORM			
○ ▽ ○ □	MATERIAL MOVES TO STORAGE SPACE			
○ ▽ ○ □	MATERIAL RESTS WHILE CABINETS ARE BEING OPENED			
○ ▽ ○ □	MATERIAL IS PLACED IN CABINETS - CUSTODIAN AND I & SO OFFICER ARE PRESENT			
○ ▽ ○ □	CABINETS ARE LOCKED BY CUSTODIAN			
○ ▽ ○ □	MATERIAL RESTS IN CABINETS			
○ ▽ ○ □	I & SO OFFICER SIGNS BOTH COPIES OF CONTROL FORM			
○ ▽ ○ □	CUSTODIAN SIGNS BOTH COPIES OF CONTROL FORM, HANDING PART 3 TO I & SO OFFICER			
○ ▽ ○ □	I & SO OFFICER DEPARTS			
○ ▽ ○ □	PART 4 - MOVES TO FILE			
○ ▽ ○ □	IS PLACED IN FILE AS CUSTODIAN'S BASIC RECORD			
○ ▽ ○ □	- RESTS IN FILE			
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5 ○ OPERATIONS 3 ▽ STORAGE 1 ○ TRANSPORT 1 □ INSPECTION

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SECRET

WD AGO FORM 1 DEC 1945 TEST

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SYMBOL	DESCRIPTION OF OPERATION	VOLUME	PERSONNEL	TIME
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○ OPERATIONS ▽ STORAGE ○ TRANSPORTATION □ INSPECTION

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